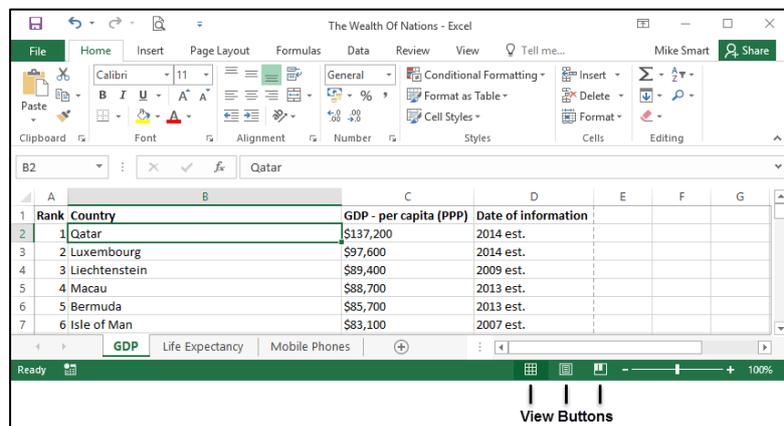# Lesson 1-16: Understand views

Views provide different ways to look at your worksheet.

Excel 2016 has three main views. They are:
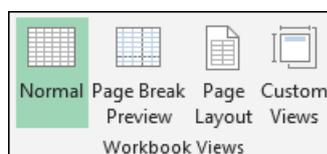
View	Icon	What it is used for
Normal		This is the view you've been using until now. It's the view most users use all of the time when they are working with Excel.
Page Layout		This view allows you to see (almost) exactly what the printout will look like. Unlike running a *Print Preview*, you are able to edit cells just as you can in *Normal* view.
Page Break Preview		A page break indicates when the printer should advance onto a new sheet of paper. If you progress to the Essential Skills course in this series, you'll use this view in: *Lesson 7 5: Insert, delete and preview page breaks,* to make sure that the page breaks in the right place.

1   Open the *Wealth of Nations* sample workbook (if it isn't already open).
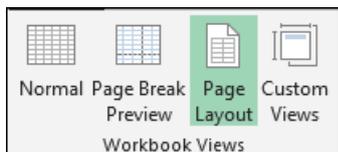

You can change views in two ways:

1.   By clicking one of the View buttons at the bottom of the window (see above).

2.   By clicking one of the buttons in the *Workbook Views* group on the Ribbon's *View* tab (see below).

The Wealth of Nations

2   View the GDP worksheet in *Page Layout* view.

1.   Click on the *GDP* tab and then select *Page Layout* view.

2.   Click: View→Workbook Views→Page Layout.

The worksheet is displayed in *Page Layout* view. You are able to see (almost) exactly what will be printed. Headers, footers and margins are all shown.

You are also able to edit the worksheet.

You may wonder why Excel users don't use *Page Layout* view all of the time when editing worksheets. While some users may prefer to do this, most will want to see the maximum amount of data possible on screen and so will prefer the *Normal* view.

3   Select *Page Break Preview* view.

Click: View→Workbook Views→Page Break Preview.

The worksheet is displayed in *Page Break Preview* view (you may also see a help dialog first).

This view shows each page with a watermark to indicate which sheet of paper it will be printed on:

This view also shows the break between each page as a dotted line:

It is possible to click and drag the dotted line to change the place where the page breaks.

This view is not covered in this *Basic Skills* book but is covered in depth in the *Essential Skills* book in this series (*Session Seven: Printing Your Work*).

4   Select *Normal* view.

Click: View→Workbook Views→Normal.

The image on the left shows the Workbook Views group: